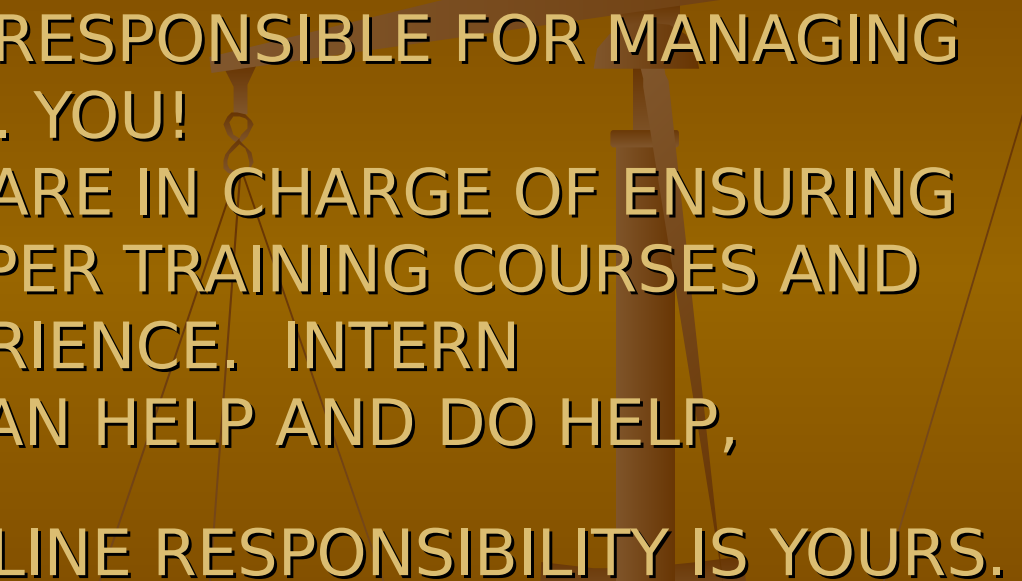




10 THINGS I WISH I'D KNOWN WHEN I WAS AN INTERN

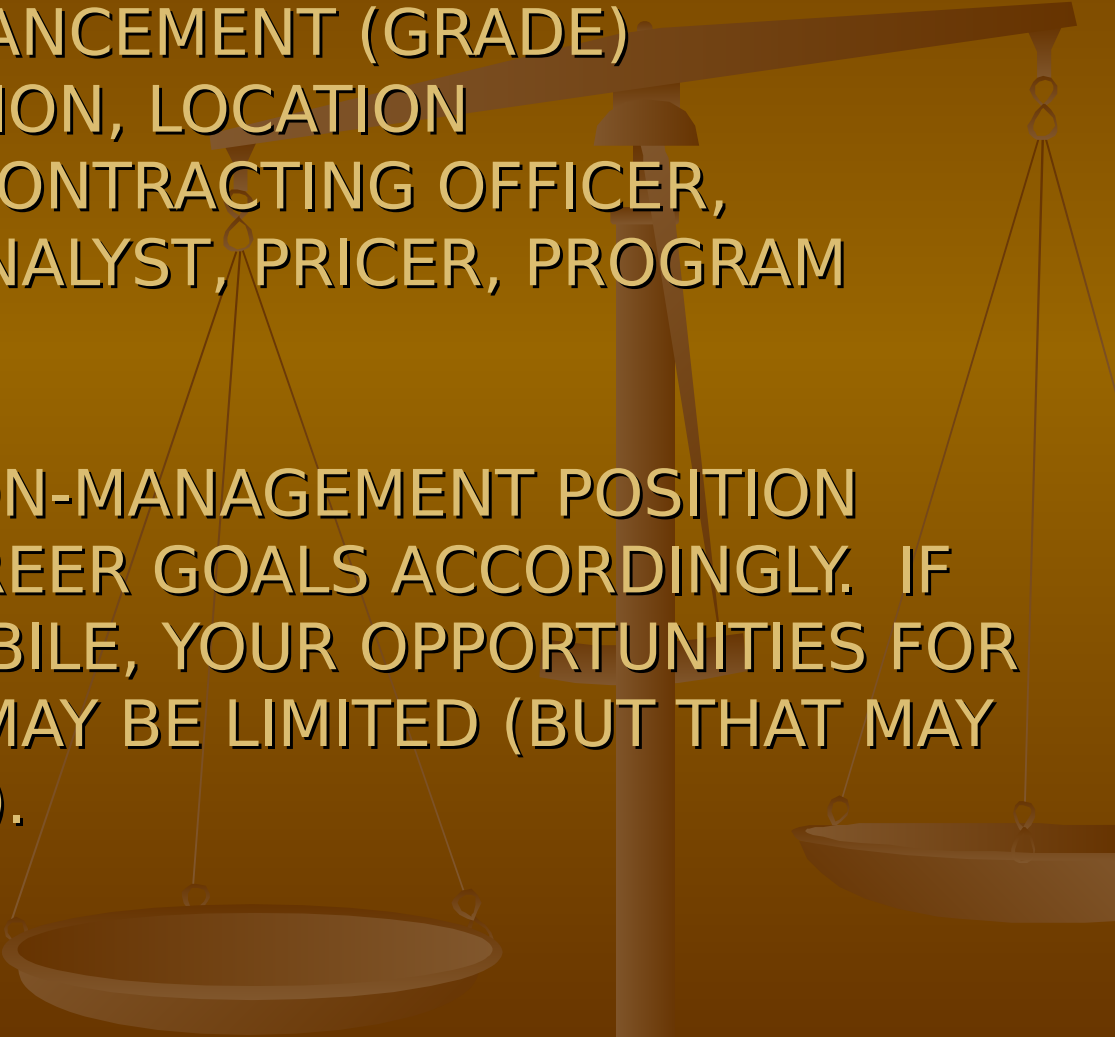
**MARK J. LUMER
CONTRACTING EXECUTIVE
US ARMY SPACE AND
MISSILE DEFENSE COMMAND**

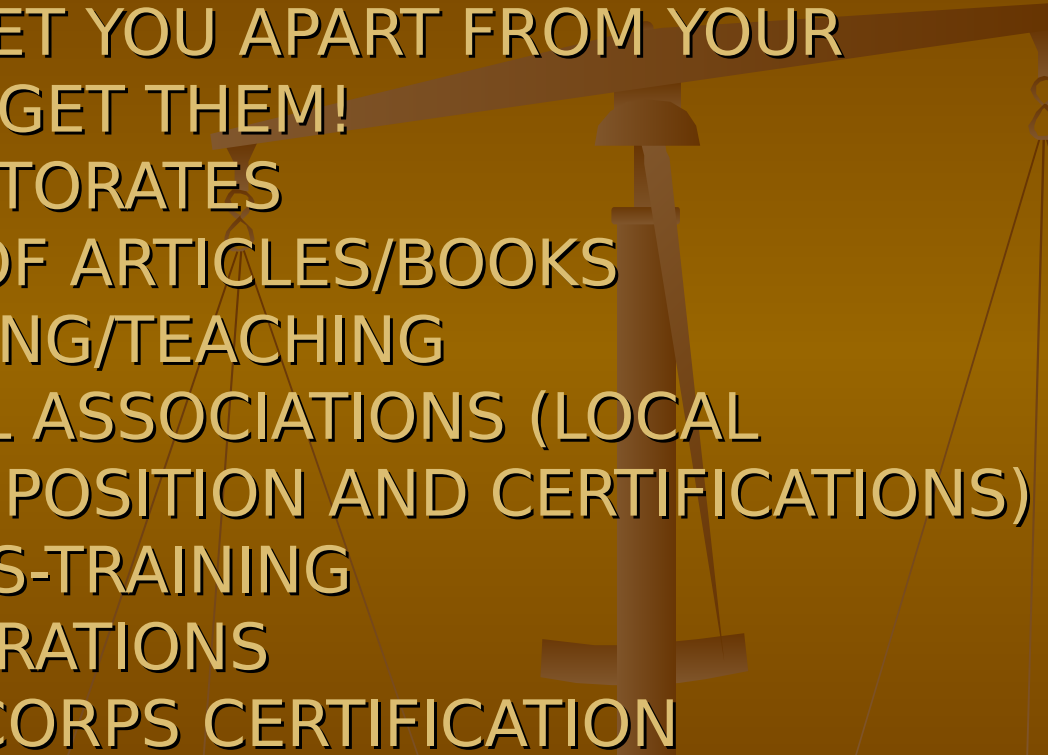
- 
1. THE PERSON MOST RESPONSIBLE FOR MANAGING YOUR CAREER IS . . . YOU!
 - THAT MEANS YOU ARE IN CHARGE OF ENSURING YOU GET THE PROPER TRAINING COURSES AND THE PROPER EXPERIENCE. INTERN COORDINATORS CAN HELP AND DO HELP, BUT THE BOTTOM LINE RESPONSIBILITY IS YOURS.

2. DECIDE WHAT'S IMPORTANT TO YOU

- MAXIMIZING ADVANCEMENT (GRADE)
- LOCATION, LOCATION, LOCATION
- TYPE OF WORK (CONTRACTING OFFICER, PROCUREMENT ANALYST, PRICER, PROGRAM ANALYST)
- FAMILY/SCHOOLS
- MANAGEMENT/NON-MANAGEMENT POSITION

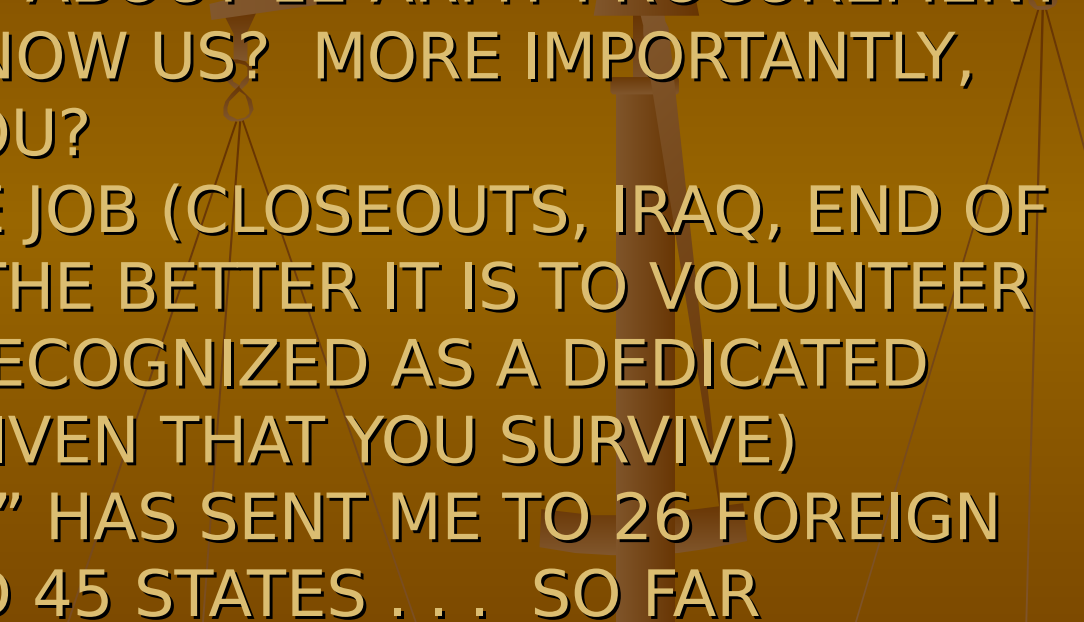
ADJUST YOUR CAREER GOALS ACCORDINGLY. IF YOU ARE NOT MOBILE, YOUR OPPORTUNITIES FOR SENIOR GRADES MAY BE LIMITED (BUT THAT MAY BE OK WITH YOU!).



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3. CREDENTIALS SET YOU APART FROM YOUR COMPETITION – GET THEM!
- MASTERS/DOCTORATES
 - AUTHORSHIP OF ARTICLES/BOOKS
 - PUBLIC SPEAKING/TEACHING
 - PROFESSIONAL ASSOCIATIONS (LOCAL MANAGEMENT POSITION AND CERTIFICATIONS)
 - DETAILS/CROSS-TRAINING
 - MEDALS/DECORATIONS
 - ACQUISITION CORPS CERTIFICATION

4. WORK TWO PROMOTIONS AHEAD

- EVERYDAY YOU COME TO WORK, YOU ARE WORKING ON YOUR NEXT PROMOTION – THAT’S NOT ENOUGH
- START THINKING ABOUT YOUR SECOND LEVEL PROMOTION TODAY – WHAT WILL YOU NEED TO BE COMPETITIVE – COMPUTER SKILLS, MANAGEMENT SKILLS, PROGRAM MANAGEMENT SKILLS? START OBTAINING THEM NOW!

- 
5. NETWORKING IS GOOD, VOLUNTEERING IS BETTER
- THERE ARE ONLY ABOUT 12 ARMY PROCUREMENT SESs DO YOU KNOW US? MORE IMPORTANTLY, DO WE KNOW YOU?
 - THE DIRTIER THE JOB (CLOSEOUTS, IRAQ, END OF YEAR CRUNCH) THE BETTER IT IS TO VOLUNTEER
 - YOU WILL BE RECOGNIZED AS A DEDICATED TEAM PLAYER (GIVEN THAT YOU SURVIVE)
 - “VOLUNTEERING” HAS SENT ME TO 26 FOREIGN COUNTRIES AND 45 STATES . . . SO FAR

6. STUDY AFTER STUDY HAVE CONCLUDED THAT GETTING AHEAD IS A FUNCTION OF 3 THINGS:

- OPPORTUNITY
- TECHNICAL SKILL
- EXPOSURE

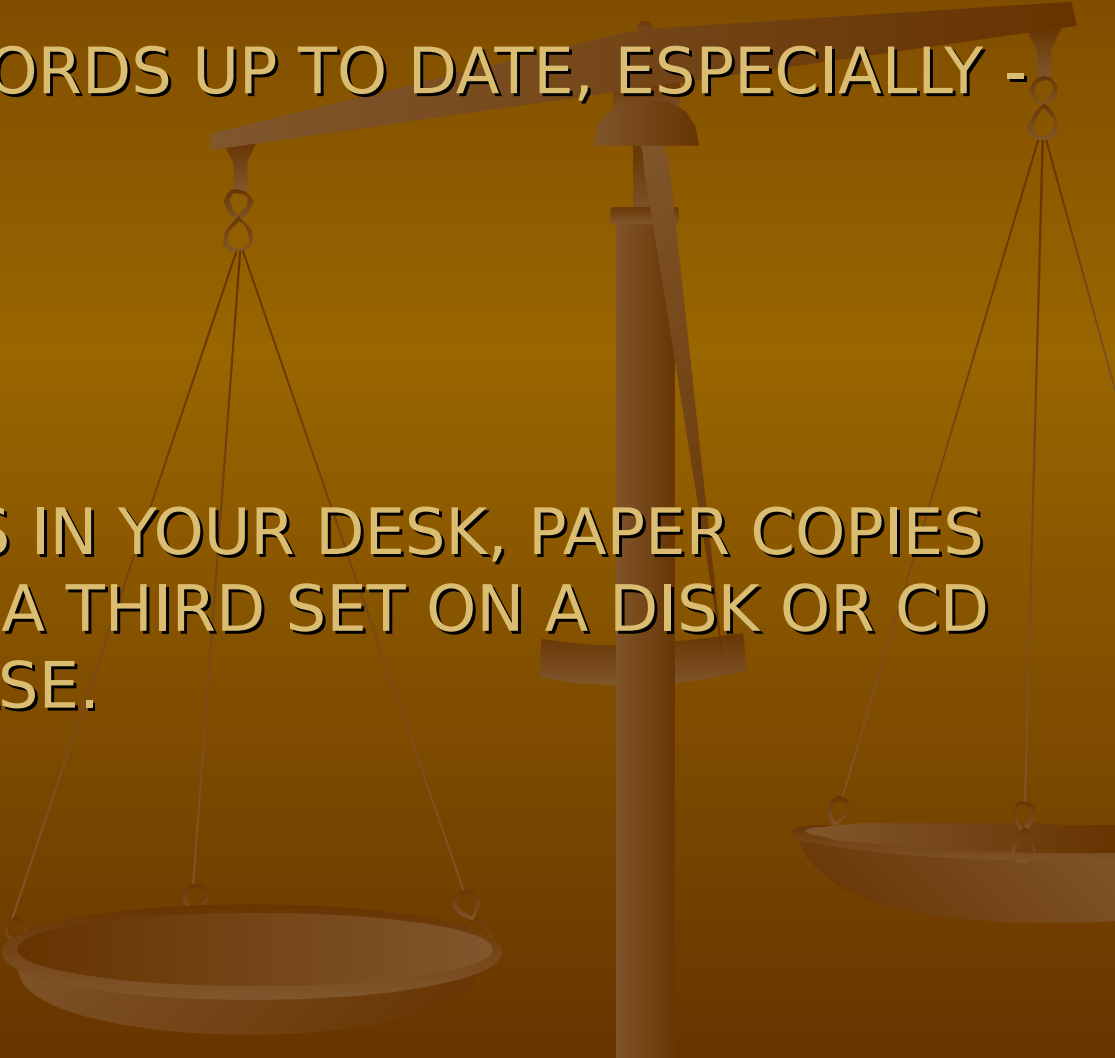
OF THESE, THE MOST IMPORTANT IS EXPOSURE!
(60%)

DOES YOUR BOSS'S BOSS KNOW YOU?

P.S. REMEMBER "VOLUNTEERING"!

P.P.S. TECHNICAL SKILL IS THE LEAST IMPORTANT
OF THE 3 LISTED (ABOUT 5-10%)



- 
7. KEEP YOUR RECORDS UP TO DATE, ESPECIALLY -
- IDPs
 - ACRBs
 - CLPs/CLUs
 - "201" FILES

KEEP ORIGINALS IN YOUR DESK, PAPER COPIES
AT HOME, WITH A THIRD SET ON A DISK OR CD
SOMEWHERE ELSE.

8. CREATE AN EXPERIENCE CHECKLIST OF WHAT YOU'VE DONE-

- BY TYPE OF WORK (EQUIPMENT, SERVICES, RESEARCH AND DEVELOPMENT, SYSTEMS, PRODUCTION, SPARE PARTS, STUDIES AND ANALYSIS, COMMERCIAL ITEMS)
- BY CONTRACT TYPE (FIXED PRICE, COST TYPE, INCENTIVES, TIME AND MATERIALS)
- BY DOLLAR VALUE (\$2500 [CREDIT CARD], SIMPLIFIED (\$100K) OVER \$100K, OVER \$1 MILLION, ETC.
- BY CUSTOMER (PROGRAM MANAGEMENT, LAB, MATERIAL MANAGEMENT, LOGISTICS, CLASSIFIED PROGRAM?)

THEN DETERMINE WHAT YOU HAVEN'T DONE,
AND GO GET IT!

9. BE AWARE

- YOU ARE BEING JUDGED AND EVALUATED
EVERY DAY ON:

** ATTITUDE

** DEPENDABILITY

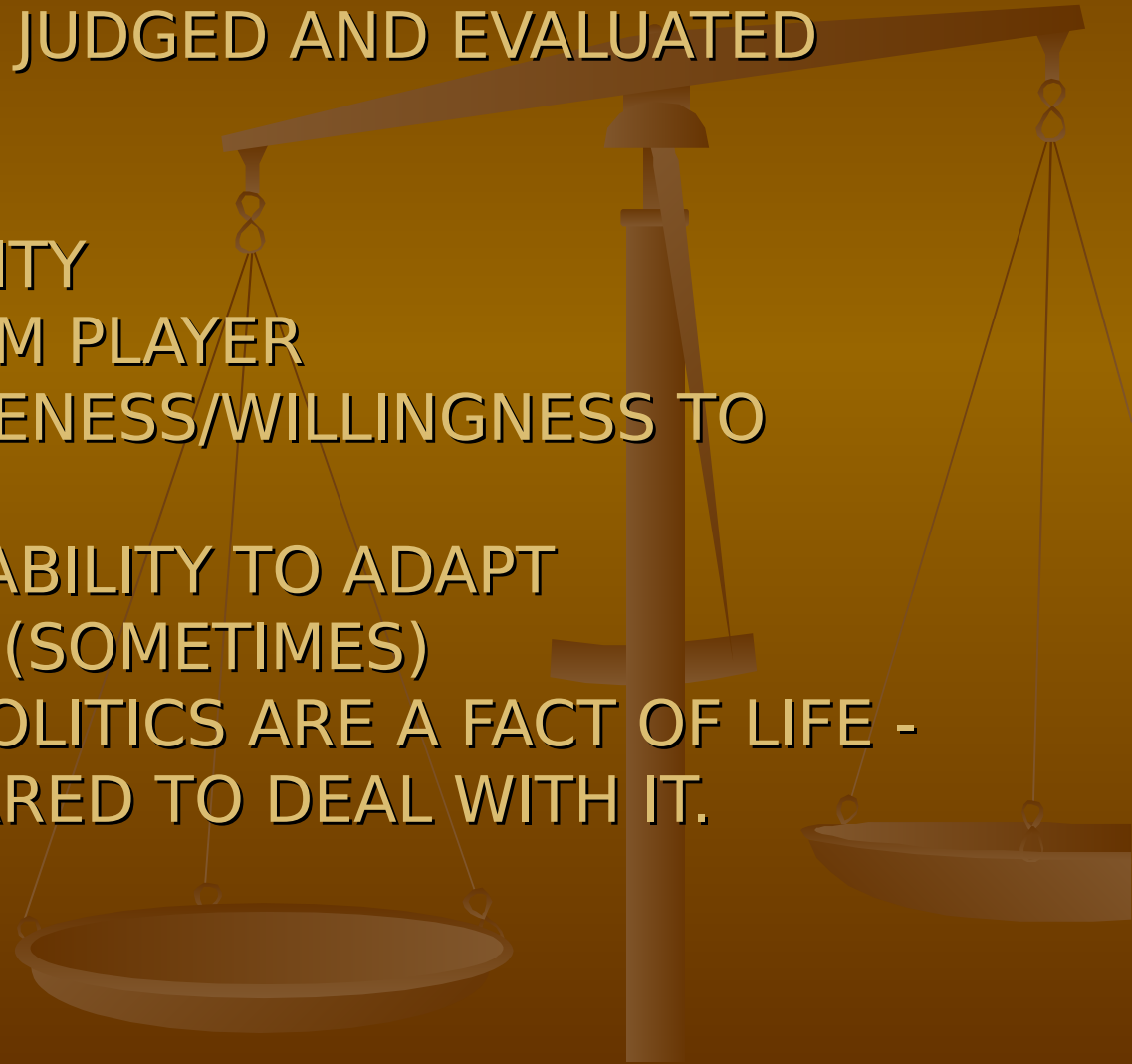
** BEING A TEAM PLAYER

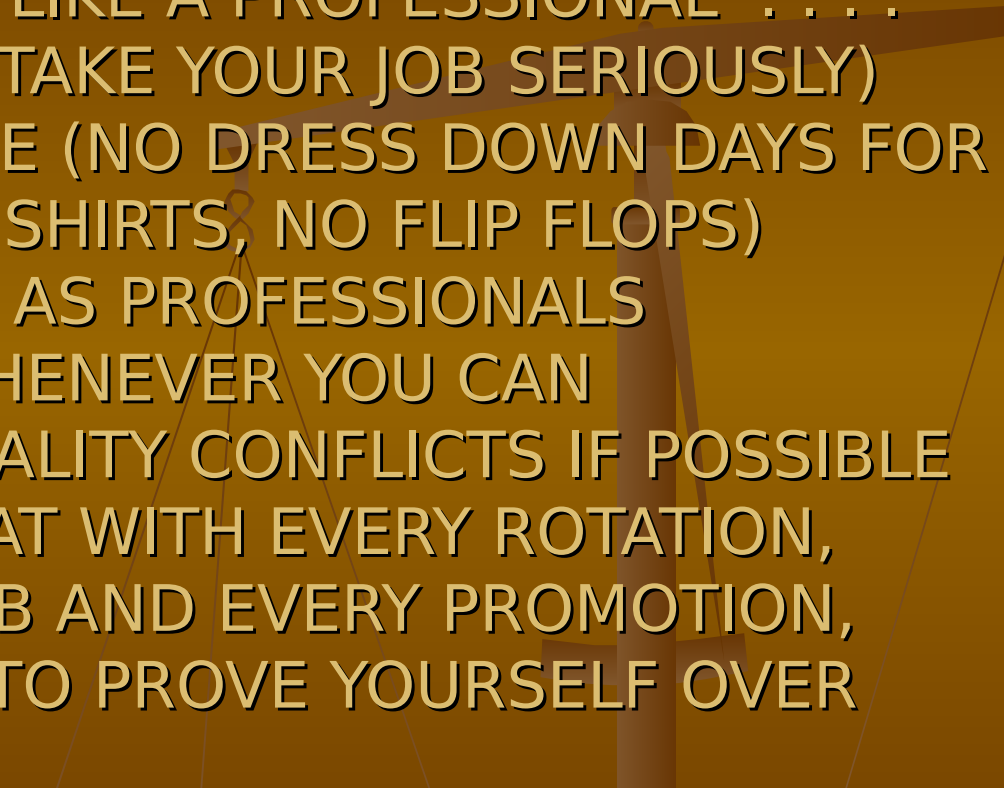
** COOPERATIVENESS/WILLINGNESS TO
VOLUNTEER

** FLEXIBILITY/ABILITY TO ADAPT

** INNOVATION (SOMETIMES)

a. OFFICE POLITICS ARE A FACT OF LIFE -
BE PREPARED TO DEAL WITH IT.



- 
10. TO BE TREATED LIKE A PROFESSIONAL
- ACT LIKE ONE (TAKE YOUR JOB SERIOUSLY)
 - DRESS LIKE ONE (NO DRESS DOWN DAYS FOR YOU, NO BELLY SHIRTS, NO FLIP FLOPS)
 - TREAT OTHERS AS PROFESSIONALS
 - BE HELPFUL WHENEVER YOU CAN
 - AVOID PERSONALITY CONFLICTS IF POSSIBLE
 - REMEMBER THAT WITH EVERY ROTATION, EVERY NEW JOB AND EVERY PROMOTION, YOU WILL HAVE TO PROVE YOURSELF OVER AGAIN

LAST WORD:

SINCERITY IS THE KEY TO SUCCESS IN ANY ENDEAVOR.

IF YOU CAN FAKE IT WELL, YOU'VE GOT IT MADE.

ANONYMOUS

